



INDIANA STATE
FAIRGROUNDS
& EVENT CENTER

Job Posting

Title: Director of Facilities

*For more information on this full-time benefited position, please contact Human Resources at (317) 927-7508 or email employment@indianastatefair.com. To apply for this position, please visit <http://www.indianastatefair.com/employment> and send the posted application and your resume to the email address above. Salary for this position is commensurate with education and job experience. Thank you for your interest.

Position Summary

The Director of Facilities is responsible for providing management, leadership and oversight for all aspects of facilities, ensuring safe and efficient facility operations. This position will develop and oversee operating and capital budgets and manage major capital and construction projects.

Essential Functions and Responsibilities

1. Oversee all facility maintenance efforts in the overall maintenance of the campus, including carpentry, plumbing, fleet maintenance, electrical and HVAC.
2. Work closely with the ISFC Contracts Office in creating scopes for service agreements and large maintenance/construction projects as well as maintaining current agreements. Assure all steps are followed in relation to state construction rules and other requirements as related to funding sources.
3. Establish and maintain an accurate record and inventory of assets. Create, maintain and implement a preventative maintenance plan for all assets across the campus.
4. Develop long-range repair, rehabilitation and replacement plans for building components such as roofs, elevators, HVAC and masonry.
5. Act as the Energy Efficiency Program manager, responsible for developing and applying strategies for improving energy efficiency and lowering operating costs. Develop and implement campus-wide infrastructure projects related to energy and sustainability.
6. Develop and manage annual operations budget for Facilities Management to include constant monitoring throughout the year.
7. Participate in the development of the Commission Capital Plan and budget which will promote the highest quality guest, staff and animal experience while reducing energy consumption.
8. Support the ISFC's safety initiatives by promoting worker training in safety, repair, maintenance techniques, operational procedures and equipment use; ensure compliance of all state and federal OSHA regulations and codes.
9. Ensure the Indiana State Fairgrounds & Event Center is always Show Ready.

Skill Requirements

1. **Excellent administration and management skills:** Practices business and management principles including resource allocation and production methods;

- strong ability to coordinate people and resources; sets an example for coworkers; ability to relate effectively to diverse groups of people.
2. **Ability to prioritize and manage projects:** Able to use sound judgment in evaluating the relative urgency of various issues; able to develop plans, direction and guidance on projects from conception to completion.
 3. **Strong project management skills:** Able to develop plans that are effective in attaining established goals; garners resources and defines processes to complete projects; manages progress and implements midstream changes as needed.
 4. **Sound judgment and excellent decision making:** Considers the relative costs and benefits of potential actions to select the most appropriate short-term and long-term solutions; demonstrates a realistic understanding of key issues.
 5. **Strong independent thinker and team player:** Able to offer original thoughts and viewpoints; works closely with other departments; supports group decisions; promotes a positive work environment.
 6. **Highly customer focused:** Able to demonstrate a high level of service delivery; ensures customer satisfaction; manages and corrects service failures.
 7. **Strong financial acumen:** Demonstrates knowledge and experience in developing and managing budgets; critically analyzes budget impacts.
 8. **Solid commitment to task:** Able to take responsibility for actions and persists despite obstacles; is able to give long hours to the job; demonstrates dependability in difficult circumstances and shows a sense of urgency for results.

Educational/Experience Requirements

- Bachelor's degree required preferably in Facilities Management, Architecture, Engineering, Construction Management, or commensurate experience.
- Professional Engineer designation a plus
- At least eight years' experience in maintenance or construction management preferred.
- Strong leadership and consensus building skills; strategic and budget planning experience.
- Experience in training, supervising and evaluating employees.
- Possess top level business management, interpersonal and facilitation skills.

Job Complexity

This position requires a very high level of judgment, exceptional analytic ability and creativity in investigating and solving major and minor problems that require original and highly innovative solutions.

Supervisory Responsibilities

This position has supervisory responsibility over six regular, consistent Facility Maintenance employees year-round as well as seasonal employees during the State Fair.

Supervision Received

Decisions typically involve establishment of significant far-ranging policies affecting future operational and development goals.

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